

AGENDA

Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No. 1 REGULAR BOARD MEETING

Location: Shelter Cove Community Clubhouse
9126 Shelter Cove Road, Shelter Cove, California
Date: April 18, 2019
Time: 9:00 a.m.
Posted: April 15, 2019

We welcome you to this meeting. Members of the Public may be heard on any business item on this Agenda before or during the Board's consideration of the item. The public may also directly address the Board on any item of interest to the public that is not on the Agenda during the public comment time; however, the Board generally cannot take action on an item not on the Agenda. The meeting room is wheelchair accessible. Accommodations and access to District board meetings for people with other handicaps must be requested of District staff at 707-986-7447 five (5) working days in advance of the meeting.

A person addressing the Board will be limited to five (5) minutes (Board Policy 5030) unless the Chairperson of the Board grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board.

I. CALL TO ORDER

II. ROLL CALL

- Susan Fox, President
- Michael Schad, Vice President
- Nanette Corley, Director
- David Sommer, Director
- Jack Hargrave, Director

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Any member of the public may directly address the Board of Directors on a matter of public interest not on the Agenda but which is within the jurisdiction of the Board; however, the Board generally cannot take action on an item not on the Agenda. A person addressing the Board will be limited to five (5) minutes (Board Policy 5030) unless the chairperson of the Board grants a longer period of time.

V. CONSENT CALENDAR

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar may be enacted by one motion. There will be no separate discussion of these items unless a Board member or the General Manager/designee requests that a specific item(s) be removed from the Consent Calendar for separate action. Any items so removed will be considered after the motion to approve the Consent Calendar. If a member of the public wants further discussion on any of these items, we would appreciate it if you make your request prior to the meeting.

1. Approve the Minutes of the March 21, 2019 Regular Board Meeting.
2. Approve Bills for Month of March 2019: Reports regarding payment of monthly operating bills for the District which are approved expenditures in the current budget.

VI. CORRESPONDENCE / DISCUSSION ITEMS

Items in this category may be discussed, and/or reports presented, but no action may be taken.

1. Sheriff's Office Report.
2. County Road Repairs – Road Maintenance Plan.
3. Shelter Cove Road Storm Damage Repair Debris Removal Update.
4. Rate Study CIP Workshop.
5. Measure Z Funding Update.
6. Community Wildfire Meeting Update.

VII BOARD MEMBER/STAFF REPORTS

The indicated individuals will report to the Board about various matters involving District departments. There will be no Board discussion except to ask questions or refer matters to staff. No action will be taken unless listed on subsequent agenda.

1. Directors' Reports/Comments.
2. Operational Status Report Re: Golf Course, Airport, Recreation, Water, Sewer, Electrical, Fire Department.

VIII. UNFINISHED BUSINESS

IX. ACTION ITEMS

All Agenda Action Items for discussion and possible action by the Board of Directors.

1. Clubhouse Rental Requests:
 - a. SCARF is requesting a rental fee waiver and Board authorization to serve beer and wine at their Meet the Artist Reception Art Show and Sale Event to be held on May 11th, 2019.

- b. Friends of Whitethorn School are requesting Board authorization to serve beer and wine at the May 26th, 2019 Fun Run.
2. Consider the Following Budget Amendments;
 - a. Unbudgeted expense of up to \$50,000 for the purchase of a printer/copier/mapper.
 - b. Budget Line Item Transfers for the Fire Department.
3. Consider Modification to Fire Chief Position Description.
4. Consider Resolution 19-03: Support for the Commercial Dungeness Crabbing Industry.

X. OVERLOOKED ISSUES

No actions can be taken.

XI. ADJOURNMENT TO CLOSED SESSION

XII. CLOSED SESSION

1. Public Employee Performance Evaluation and Labor Negotiation.
Pursuant to Government Code § 54957, the Board will meet in Closed Session regarding the General Manager's Interim Performance Evaluation and to Consider Changes to the Terms and Compensation of Contract.
2. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 potential case.

XIII. CLOSED SESSION REPORT

XIV. ACTION ITEM

1. Renewal of General Manager's Employment Contract and Consider Changes to the Terms and Compensation of Contract.

XV. ADJOURNMENT OF MEETING

This notice is posted in compliance with Government Code § 54954.2. The next Regular Meeting of the Resort Improvement District No.1 Board of Directors will be held on Thursday, May 16th, 2019, in the Fire Hall Meeting Room at 9:00 AM.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: April 18, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Clubhouse Rental Request.

Presented by: Mark Mitchell, Shelter Cove Arts and Recreation Foundation (SCARF)
Datso Perkins, Friends of Whitethorn School (FOWS)

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Staff received the following request for renting Abalone Hall and kitchen requiring Board consideration. See attached document:

- a. SCARF is requesting a rental fee waiver and Board authorization to serve beer and wine at their Meet the Artist Reception Art Show and Sale Event to be held on May 11th, 2019.
- b. Friends of Whitethorn School (FOWS) are requesting Board authorization to serve beer and wine at the May 26th, 2019 Fun Run.

FINANCIAL IMPACT:

Potential loss of rental revenue.

RECOMMENDATION:

Motion to waive fees and allow SCARF to sell beer and wine at their Meet the Artist Reception to be held on May 11th, 2019.

Motion to allow FOWS to sell beer and wine at the Fun Run to be held on May 26th, 2019.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: April 18, 2019 Agenda Item No.: IX. 2

Agenda Item Title: Consider the Following Budget Amendments;
c. Unbudgeted expense of up to \$50,000 for the purchase of a printer/copier/mapper.
d. Budget Line Item Transfers for the Fire Department.

Presented by: Justin Robbins, General Manager and Nick Pape, Fire Chief

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Amendments to the current budget are needed to reflect unanticipated costs in this fiscal year.

1. Unbudgeted expense of up to \$50,000 for the purchase of a printer/copier/mapper. This critical piece of equipment was to be included in next year's budget, but it has reached the end of its useful life ahead of schedule.
2. Budget line item transfers for the Fire Department: The Shelter Cove Fire Department would like to move funds within our budget to fund ongoing operations and projects. Due to this being our first year with the increased budget the FD has over funded some budget lines and underfunded others. This was expected and now that we are over half way through the fiscal year we have evaluated and are adjusting the budget accordingly.
Funds to be moved:

\$10,000 from: 41422 (DO/Medic stipends) to 50710 (Building Maintenance)

-Building remodel

\$2,000 from: 41422 (DO/Medic stipends) to 41511 (Training)

-Cover overages due to EMT certifications

\$3,000 from: 41422 (DO/Medic stipends) to 50191 (Insurance)

-Cover overages due to 6 new firefighters

\$15,000 from: 41401(Base wages Chiefs stipend) to 50282 (Vehicle Maintenance)

-Repair/update 5146

\$15,000 from 90620 (Geo Survey for new project) to 50221 (Safety Equipment)

-Two new thermal imaging cameras

FINANCIAL IMPACT:

Up to \$50,000 for the purchase of a printer/copier/mapper.
The Fire Department's budget line item transfers will not have a financial impact.

RECOMMENDATION:

Motion to approve the purchase of a printer/copier/mapper with a budget of up to \$50,000 and authorize the Fire Department budget line item transfers as presented.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: April 18, 2019 Agenda Item No.: IX. 3
Agenda Item Title: Consider Modification to Fire Chief Position Description - Policy 2390.
Presented by: Susan Fox, President
Type of Item: Action Discussion Information
Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

See attached draft job description.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

TBD

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: Job Description: Fire Chief/Emergency Services Director

POLICY NUMBER: 2390

Description: The Fire Chief/Emergency Services Director is the sole Executive Officer for the Fire Department and Emergency Service Responders and is responsible to the Board of Directors for carrying out training, equipping, coordinating and supervising Fire and Emergency Service Responders in the Shelter Cove Resort Improvement District, #1 service area. This is a full-time with assumed 40-hour week inclusive of time spent on drills, training exercises and emergency responses, but may require additional hours for emergency response and other Fire Department matters (meetings, planning sessions & public relations). Normal duty schedule will be as follows: Twenty-four (24) hour shift Monday through Wednesday, being relieved Thursday's at 2:00 p.m. In-station schedule will be from 8:00 a.m. to 6:00 p.m., Monday – Wednesday. Scheduled duty days may be interchanged to maintain minimum or boosted staffing based on holidays, high traffic days or red flag warnings. Compensatory time will be accrued at a 1:1 ratio for duty hours performed over the 40-hour work week threshold.

Essential Functions and Duties

1. Supervise all aspects of the Shelter Cove Fire Department (SCFD) administration and operations including but not limited to:
 - a. Fire Department personnel
 - b. Fire apparatus
 - c. Fire Station construction, upkeep and maintenance
 - d. Emergency Medical Service (EMS) Department
 - e. Junior Firefighter program
 - f. Community Emergency Response Team (CERT)
 - g. Shelter Cove Emergency Notification system
 - h. Budget submission
 - i. Wild-Fire prevention and education
 - j. Building Permit sign-off
 - k. Commercial building inspections
 - l. Coordination of Cal Fire Inmate Crews
 - m. Fire Fuel Reduction planning and execution
2. Provide Fire Safety and Emergency Preparedness leadership in the Shelter Cove Community
3. Maintain positive relationships with the RID Board of Directors, RID Staff, Emergency Response Personnel and members of the Shelter Cove community
4. Keep Shelter Cove Fire Department “in-service” and operationally ready as an “All-Risk” Fire Department
5. Work with RID Board of Directors and General Manager, Office of Emergency Services (OES) and CERT to ensure Shelter Cove is active/proactive in emergency and disaster planning
6. Plan and supervise a long-term fuels reduction project for the entire community

7. Provide and facilitate continued training for all Shelter Cove Fire Department, CERT and other local Fire Departments
8. Work with local, state and federal agencies to build and maintain positive relationships
9. Attend Humboldt County and Southern Humboldt Fire Chief and emergency planning meetings as required
10. Attend RID Board and other meetings as necessary
11. Recruit, interview and appoint all potential Firefighters
12. Provide continuing education, evaluation, promotion, discipline and, if necessary termination of Fire Department personnel
13. Ensure Shelter Cove Fire Department meets or exceeds guidelines established by _____ (SFM) and _____ (NFPA)

Secondary Functions (or ability to learn)

1. Maintain all required certification currency
2. Ensure minimum staffing is met prior to accepting and out-of-county assignment

Required Knowledge, Skills, and Abilities

1. Register and maintain currency in California State Fire Marshall (SFM) Company Officer and Fire Instructor
2. Attend local communities' departmental training and foster a working relationship with those entities and benefits those departments and the Shelter Cove community as well
3. Develop a firefighter "Trade Program" to enable SCFD personnel opportunities to participate in out-of-county assignments while maintaining required minimum staffing for SCFD

Training and Experience

1. Minimum of five years full-time firefighting experience
2. California Driver's License

Special Requirements

1. Recruited, interviewed and approved by Board of Directors with advice and consent of SCFD personnel

Licenses and Certificates

1. SFM FF2 certificate, or higher
2. Emergency Medical Technician (EMT)-B certificate, or higher

Essential Physical Abilities

1. Maintain good physical conditioning
 - a. Ability to perform firefighter duties and tasks
2. Must pass a medical examination, "Life Scan" and drug test

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: April 18, 2019 Agenda Item No.: IX. 4

Agenda Item Title: Consider Resolution 19-03: Support For the Commercial Dungeness Crabbing Industry.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

At the end of March 2019, the California Department of Fish and Wildlife settled a lawsuit with the Center of Biological Diversity regarding crab gear whale entanglements which requires the closure of crab season three months early along with other requirements. All commercial crab gear has to be removed from the ocean by the April 15th, 2019 deadline.

The community of Shelter Cove has many commercial crab fishermen who rely almost exclusively on the spring run of crab to be able to stay in business, so this closure impacts Shelter Cove's economy significantly. Official notification to the fishermen was abrupt and insufficient with written notification being received less than ten days before the closure. Bad weather within this notification window narrowed the timeline for gear removal significantly putting lives at risk.

The Board are considering a resolution today in support of the commercial crabbers and objecting to the closure.

FINANCIAL IMPACT:

Significant impact to the economy of Shelter Cove.

RECOMMENDATION:

Motion to approve Resolution 19-03: Support of the Commercial Dungeness Crabbing Industry.

DRAFT RESOLUTION 19-03
RESORT IMPROVEMENT DISTRICT NO. 1, AND SHELTER COVE SEWER
AND OTHER FACILITIES MAINTENANCE DISTRICT NO. 1
SUPPORT FOR THE COMMERCIAL DUNGENESS CRABBING INDUSTRY

WHEREAS, the Commercial Dungeness Crab Fishery is a sustainable fishery; and

WHEREAS, our local Shelter Cove fisherman are the front line of adaptive fisheries management with a history of protecting the marine environment by using the California Department of Fish and Wildlife recommended best management practices; and

WHEREAS, the abrupt and early closure of the commercial Dungeness crab season by the California Department of Fish and Wildlife creates economic devastation as well as seafood insecurity for Shelter Cove, an economically disadvantaged community; and

WHEREAS, local seafood insecurity forces consumers to consume more imported seafood from unsustainable sources; and

WHEREAS, the Shelter Cove Mosquito Fleet commercial crab vessels must be small to use the tractor launch service and the primitive launching facility; and

WHEREAS, small boat operations will be the most impacted by this early closure as the majority of their income is made after the large winter storms have passed and it will force the small open boats onto dangerous, unstable water in the winter months; and

WHEREAS, economic devastation of our local fishing fleet will have a negative effect to our fragile economy and will also reduce revenue to support already impaired port and marina infrastructure; and

WHEREAS, we can work together to protect the fisherman, the commercial Dungeness crab fishery, our economy and the marine ecosystem simultaneously.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No. 1 ("District"), County of Humboldt, State of California, that the elimination and abrupt closure of the sustainable Dungeness crab fishery is totally unacceptable and elimination of a local source of sustainable seafood is not only unwarranted but will force the industry to industrialize and consolidate even more to the detriment of Humboldt County and its coastal communities.

BE IT FURTHER RESOLVED, we will work together with our fishing community and legislators to protect our fishing economy, marine mammals and the ocean habitat from real threats.

PASSED AND ADOPTED this 18th day of April, 2019, at a Regular Meeting of the Board of Directors of the RESORT IMPROVEMENT DISTRICT NO. 1, by the following vote:

AYES: .
NOES: .
ABSENT: .
ABSTAIN: .
ATTEST:

RESORT IMPROVEMENT DISTRICT No. 1.

By: _____
Susan Fox, President
Board of Directors

Justin R. Robbins, Board Secretary